

MACF Stakeholder Steering Group & MACF CIC Board of Directors

Date: 21st January 2016

Venue – BDP, 11 Ducie Street, Manchester City Centre

5.30 – 7.30pm

Present:

CIC Directors and Steering Group

Gavin Elliott (Chair) (GE)

Holly Bonfield (HB)

Nigel Rose (NR)

Ali Abbas (AA)

Dave Coleman (DC)

Jeremy Carter (JC)

Will Swan (WS)

Simon Curtis (SC)

CIC team

Jonny Sadler (JS)

Lisa Lingard (LL)

Stephanie Lynch (SL) - Minutes

Apologies:

Kate Chappell (KC)

Steve Merridew (SM)

Jessica Bowles (JB)

Helen Seagrave (HS)

Nicola Kane (NK)

Al Clarke also gave his apologies

Item	Discussion	Action
1.	Introductions and apologies As above.	-
2.	Minutes of November Meeting Apologies were received from Jessica Bowles and Julian Packer so the items on 'Greater Manchester Devolution' and 'Greater Manchester Low Carbon Energy' are to be considered for a future meeting. JS informs the SG that Jessica Bowles will be stepping down from her role at the end of March and moving to Bruntwood. WS and JS – activities regarding the Buildings Group – outstanding.	JS, WS
	Steering Group Transport vision – outstanding. JS to speak to Simon Warburton and Nicola Kane regarding the draft transport	JS

	<p>strategy.</p> <p>LL informs the group that Al Clarke who Chairs the waste and resources group has now gone on a sabbatical. Amanda Reid has been appointed the new Chair.</p> <p>SG asked for the dates for future meetings be put on the minutes.</p>	<p>Note</p> <p>SL</p>
3.	<p>Exec Directors meetings minutes</p> <p>JS to pick up in item 4.</p>	
4.	<p>CIC team monthly progress report - JS</p> <p>GE and JS have a list of potential members and sponsor. Will start to approach them next month.</p> <p>Two current priority areas of activity where the CIC team are bidding for funding is 'engagement and culture change' and 'Green and Blue Infrastructure'.</p> <p>The 2016 Climate Lab engagement programme is in development and will launch 1st March. There were no standalone MACF events in December.</p> <p>SG are shown the new MACF leaflet, they are invited to send comments to SL by Monday 25th January.</p> <p>The latest draft Manchester Strategy is now public available on the MCC website. It includes the commitment for Manchester to become zero carbon by 2050. The wording is close to the wording proposed in the MACF SG response to the consultation.</p> <p>JS show the SG the funding summary. JS and LL to rate the bids depending on their chances of being successful for future meetings – high, medium and low. JS and LL to split funding into CIC core funding and project funding.</p> <p>DC recommended including carbon literacy when bidding for engagement activity.</p> <p>SG agree that the CIC should now lead on Communications and Engagement activities. JS to make contact with MCC Youth team.</p>	<p>ALL</p> <p>JS, LL</p> <p>JS, LL</p> <p>JS</p>
5.	<p>Draft CIC Business Plan 2016/17-2019/20 – JS</p> <p>JS highlights areas of the draft business plan including the budget and staffing structure.</p>	

	<p>SG discuss and suggest amendments. Agreed to define a core team and that future expansion would be based on discrete projects and appointment of associated project officers. Agreed to split costs into 'core costs' and 'project costs'. JS to bring the amended version to the next Executive Directors meeting for sign-off. Agreed the need for an Executive Summary/ leaflet/membership guide. JS to produce.</p>	<p>JS JS</p>
<p>6.</p>	<p>Chair reports</p> <p><u>Monitoring Groups</u></p> <p>41% Monitoring – AA</p> <p>The group met last week.</p> <p>JS is currently organising a GRIP session with Seb Carney, linked to the MACF 2016-20 and 2050 vision work.</p> <p>The key activities are:</p> <ul style="list-style-type: none"> - Currently reviewing ENW’s work on carbon impact of electricity and arrange meeting to discuss. - Currently reviewing GM Climate Change and Low Emission Implementation Plan. - Currently reviewing the buildings and transport section of GM Carbon Wedges report to better understand methodology and assumptions. - Based on task above, develop CO2 analysis for MACF 2016-2020 Plan with SG and thematic groups, this is yet to be started. - Currently identifying proxy measures for energy, transport and housing. - Assess options for methodology for post – 2020 carbon reduction, yet to be started. - Explore activities that could be included in an Extended Carbon Footprint. - Explore the application of GPC 2.0 to Manchester. - Continue to assess the feasibility of repeating the total carbon footprint report in 2020. 	

<p>Adaptation – JC</p> <p>Working on the H2020 RESIN project and looking to maximise links to Manchester and MACF. Need to put a case study forward, considering writing one on the recent floods in Salford.</p> <p>Low Carbon Culture – DC</p> <p>Attended COP21 to present Carbon Literacy. It was a great networking opportunity and it gained a lot of media coverage. Now doing a regular column for the MEN on environmental issues.</p> <p>There is interest from other cities to deliver Carbon Literacy, Cooler is pursuing this.</p> <p>A housing provider who has created CL4RPS materials is now selling them to other housing providers so they can deliver Carbon Literacy also.</p> <p>JS and DC to speak about doing another citizen survey soon.</p> <p>Low Carbon Economy</p> <p>HS is currently on maternity leave. No issues arising.</p> <p><u>Thematic Groups</u></p> <p>Green and Blue</p> <p>SM not present, no issues arising.</p> <p>Buildings – WS</p> <p>Domestic housing is still in a Government policy hiatus. There is currently a review of current domestic policy and how to improve the existing stock.</p> <p>Lots of new build activity in Manchester and Salford, need to look at the balance of sustainability and units.</p> <p>JS to contact Eddie Smith about the new builds and the aim to be</p>	<p>JS, DC</p> <p>JS</p>
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	<p>zero carbon by 2050.</p> <p>Speaking to Bruntwood and others about retrofitting current stock at a Greater Manchester level.</p> <p>Energy</p> <p>No Chair currently appointed.</p> <p>Transport</p> <p>JS to talk to NK and SW, particularly in relation to Manchester 2050 vision and 2016-20 plan.</p> <p>Sustainable Consumption and Production</p> <p>KC not present, submitted email update. Good progress being made, no issues arising.</p>	
7.	<p>Discussion on the future role of the Steering Group - All</p> <p>SG discuss future roles for the group now that the CIC has been established.</p> <p>SG agree that there should be a Board of Directors every two months with SG meetings in between. The SG meetings should address certain themes and guest speakers should be invited. Could also be in different venues and made into public events where helpful.</p> <p>SL to circulate the new meeting dates. JS and SL to draft February and March agendas.</p>	JS, SL
8.	<p>MACF 2016-20 and 2016 engagement programme: latest draft plan – JS</p> <p>JS informs the group that SL and himself ran a workshop with 20 partners to discuss the programme of events and the 5-year plan. Lots of ideas and useful information was gathered. The engagement activities will be a subtle approach to consultation of the draft plan and will be much more interesting than the usual</p>	

	<p>method.</p> <p>As there is now the aim to have a zero carbon Manchester by 2050, JS explains that he would like Chairs to come up with milestones for 2020, 2030, 2040 and 2050.</p> <p>GE asked that the partners who contributed to the 2009 and 2013 plans should be involved when looking at the new draft. SL to include them in the engagement plans.</p> <p>DC suggested the consultation could be linked to a carbon literacy session. JS and DC to discuss.</p>	<p>SL</p> <p>JS, DC</p>
9.	<p>Website options</p> <p>Now to be discussed at the Board of Directors meeting in February.</p>	
10.	<p>AOB</p> <p>MACF response to the FoE ‘challenges’ to be discussed at a future SG meeting.</p>	
11.	<p>Future agenda Items</p> <ul style="list-style-type: none"> - Process paper of MACF 2016-20 production - Minutes from CIC Executive board of directors - Julian Packer presentation RE GM energy activities - JB update on GM devolution for discussion on key issues and opportunities for MACF - MACF response to the FoE ‘challenges’ from the AGM 2015 - Low Carbon Economy definition to be discussed 	
12.	<p>Steering Group and Board of Directors Meetings</p> <p>18th February – Board of Directors Meeting</p> <p>17th March – Steering Group Meeting (theme TBC)</p> <p>21st April – Board of Directors Meeting</p> <p>19th May - Steering Group Meeting (theme TBC)</p> <p>23rd June - Board of Directors Meeting</p> <p>21st July - Steering Group Meeting (theme TBC)</p> <p>18th August – Board of Directors Meeting</p> <p>15th September - Steering Group Meeting (theme TBC)</p> <p>20th October - Board of Directors Meeting</p> <p>17th November - Steering Group Meeting (theme TBC)</p>	